

DTE BOARD MINUTES

Date: 4/8/2022

Time: 7:30 pm

Venue: Zoom

Join Online: https://data.dte.org.au/meeting/current_meeting/portal.php

1. Meeting Started

7:37

8. Chair and Minute keeper

Chair: Kate Schapiro

Minute keeper: Kathy Ernst

Hosts: Elisa Brock

Chat Moderator:

2. Acknowledgement of Country

Kate: 'I would like to acknowledge the traditional custodians of the land. I pay my respects to the Elders past, present and emerging. For they hold the memories, the traditions, and the culture of Aboriginal and Torres Strait Islander people across the nation.'

3. Attendance

Kathy Ernst Robin Macpherson Elisa Brock Suzie Helson Gary Lasky Kate Schapiro Brian Denham: left at 9:26	Corrinne Armstrong Malcolm Matthews Darrylle Ryan Peter Tippet Ray Higgins John Reid Melody Braithewaite Mark Rasmussen	
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4. Director Inactivity Credits at start of meeting

INACTIVITY CREDITS LOST							
Date	Kate	Kathy	Susie	Gary	Elisa	Robin	???
7/4/22				4			
5/5/22	1						
2/6/22	4						
7/7/22	4						
TOTAL	9			4			

5. Confirmation of Previous Meeting Minutes

1) Date: 7/7/2022

Moved: Kathy, Seconded: Suzie, PBC

6. Matters arising from Previous Meeting Minutes

1) none

9. Action tasks from previous meetings

1. *Gypsy Trailer*

2020 08 06 Trailer from Jessica Townsend re Transfer of ownership- Transfer document - and Query 1500 in Bank account left there or deposited until the transfer of ownership is sighted* Asset Management will follow through - Keep on list NO ACTION

21/01/2021 01 21 Follow up OC registration of trailer in March – SUZIE TO FOLLOW UP

22 01 06 Suzie to write to OC to follow up.

22 02 03 Suzie has money to pay the registration and will continue to try to contact Jessica to finalise.

22 04 07 Suzie has had further contact with Jessica. **IN PROGRESS**

22 06 02 Suzie has tried to contact Jessica on 11 May and had no reply, will try to contact her in person when in Melbourne **IN PROGRESS**

22 07 07 Suzie contacted Jessica again on 13 June. No progress. Suzie will draft a letter to OC to see if they can suggest a solution and send it to the Secretary to forward to OC. **ONGOING**

2. *Gas Bottles and fuel*

2021 02 04 Suzie to write to OC informing them of the motion about storage of gas bottles and fuel – **COMPLETED**

Suzie to write to OC enquiring on progress. **COMPLETED**

22 01 06 Suzie to write to OC enquiring on progress **COMPLETED**

22 02 03 Secretary to write to OC informing them of the motion about storage of gas bottles and fuel **COMPLETED**

22 03 03 Information has been received from the OC, Board to discuss **ONGOING**

22 07 07 Discussed during meeting. **IN PROGRESS**

22 07 07 Brian to follow up on our requirements for safe storage of gas and fuel and report back to the Board.

22 08 04 Brian still investigating **ONGOING**

3. Complaints File

2021 07 01 Troy to help Elisa to set up a document library for complaint documents **REPLACED**

2022 03 03 Robin to help Elisa to set up a document library for complaint documents **MOVING FORWARD**

2022 05 05 Robin to help Elisa to set up a document library for complaint documents **IN PROGRESS**

2022 06 02 Waiting for technical assistance **IN PROGRESS**

22 08 04 **IN PROGRESS**

4. Inactive members

21 11 04 Inactive members have been given notice regarding their removal (agenda item 13250). Some members have requested an extension of their inactive period. The Board needs to decide whether to grant an extension and inform these members accordingly and remove the other inactive members.

22 02 03 MOTIONS PASSED DURING MEETING

22 03 03 Action points arising from these motions

Kathy following up with MemCom **ONGOING**

Kathy to follow up with BLN after Membership Register is updated **REPLACED by review of Share Capital Account**

Kathy to send correspondence to those whose inactive status has been extended **COMPLETED**

22 04 07 Kathy has sent another email to MemCom **ONGOING**

22 05 05 Kathy has sent another email to MemCom **ONGOING**

22 06 02 Updates still not done **ONGOING**

22 07 07 Updates have been done but corrections to updates have not yet been done **ONGOING**

22 08 04 **ONGOING**

5. Leaves of absence

22 01 06 Gary to form a work group to investigate whether leaves of absence have been granted in excess of what is permitted by DTE Rules. **YET TO BE STARTED**

22 05 05 **ONGOING**

22 07 07 Gary has investigated and will send details to Directors **ONGOING**

6. Letter to Troy – return of items belonging to DTE

22 03 03 Gary to draft a letter to Troy, to be sent out by Secretary once approved by directors **NOT STARTED**

22 05 05 **NOT STARTED**

22 07 07 Gary has prepared a draft **IN PROGRESS**

22 08 04 Gary has compiled a draft but it has not yet been accepted and sent. **ONGOING**

7. Legal advisors

22 03 03 Robin to coordinate discussion about possible legal advisers **ONGOING**

22 05 05 **IN PROGRESS**

22 07 07 **IN PROGRESS**

8. Dealing with Correspondence

22 04 07 Board to have working meeting to discuss procedure to deal with replies to correspondence. **ONGOING**

22 08 04 Board has had one discussion and some correspondence has been drafted **ONGOING**

9. ASIC Third party request

22 05 05 Kathy to progress with the 'Third Party Request for ASIC Key' and Elisa and Robin to assist by signing the document.

22 06 02 An alternative solution has been found **NOT NEEDED**

22 06 02 Secretary to write to David Cruise requesting that emails received at finance@dte.org.au are forwarded to the Secretary **COMPLETED**

22 07 07 No emails have been received by Secretary from finance@dte.org.au no reply from David Cruise

22 07 07 ASIC – business name registration has been renewed for 3 years **COMPLETED**

22 07 07 Secretary to send a reminder to David Cruise

22 08 04 No emails have been received by Secretary from finance@dte.org.au and no confirmation from David Cruise that the forwarder is in place. Kathy to send test email and then a reminder with Peter Tippett copied in. **ONGOING**

13. Bendigo Bank signatories

22 06 02 Elisa to work on rectifying Bendigo Bank signatories

22 07 07 Simple ones have been done.

Complex ones requiring multiple signatures are in progress **IN PROGRESS**

22 08 04 **IN PROGRESS**

14. CAV information

22 06 02 Secretary to attempt to rectify the CAV information

22 07 07 Secretary waiting for information from Brian **IN PROGRESS**

22 08 04 Secretary waiting for information from Brian **IN PROGRESS**

15. Share Capital Account

22 07 07 Kathy to review Share Capital Account

22 08 04 Completed and sent to Directors, will be sent to Ax3 **IN PROGRESS**

16. Stock Return

22 07 07 Elisa to find previous form

22 07 07 Elisa to request password from Troy

22 07 07 Secretary to complete the form

22 08 04 Elisa to find previous form **COMPLETED**

22 08 04 Elisa to request password from Troy **NOT NEEDED**

22 08 04 Secretary to complete the form **ONGOING**

17. ANZ

22 07 07 Suzie to attempt to close the ANZ CC account and move the money to the ANZ Investment

22 08 04 Gary has taken over the task **ONGOING**

18. Membership Register

22 07 07 Secretary to contact Ax3 to arrange moving the Membership Register to Ax3

22 07 07 Board to appoint two people to have update access to the Membership Register

- a. Secretary to write to all members asking for volunteers

- b. Board to have a discussion on who to appoint

22 08 04 Secretary to contact Ax3 to arrange moving the Membership Register to Ax3 **ONGOING**

22 08 04 Board to appoint two people to have update access to the Membership Register

- c. Secretary to write to all members asking for volunteers **COMPLETED**

- d. Board to have a discussion on who to appoint **ONGOING**

19. Active Membership extension

22 07 07 Robin to write letter to all members regarding extension of Active membership to be sent to Secretary for forwarding to all Active members

22 08 04 **ONGOING**

10. Correspondence

1) **Correspondence Inward**

- a) 22 07 31 EB fwd Kristen Tunney - membership volunteer
- b) 22 07 31 KE fwd Arcuri – insurance
- c) 22 07 31 Arcuri - Voluntary Workers Renewal Questionnaire
- d) 22 07 31 Arcuri - WebRater Insurance Information Summary
- e) 22 06 30 Bank Aust - statement
- f) 22 07 11 Peter Tippett - Membership Register
- g) 22 07 15 ANZ - Investment statement
- h) 22 07 27 ANZ - CC statement
- i) 22 08 03 Darrell Reid - Membership Register
- j) 22 08 03 Lance Nash - Membership Register
- k) 22 08 03 Scouse - Membership Register
- l) 22 08 03 Charlie Dalton-Twist - Membership Register

2) **Correspondence Inward - Complaints (confidential)**

- a) none

3) **Correspondence Inward - Confidential**

- a) 22 07 20 a KE-fwd FWC
- b) 22 07 20 b KE-fwd FWC
- c) 22 07 22 RH - request to have ban lifted
- d) Annexures

- e) Attachment - Q11 Final Export
- f) Form 74 Response Peter Tippett Kate Shapiro
- g) SO-caseallocatedtochambers-AB - Down To Earth (Victoria) Co-Operative Society Limited
- h) 22 07 10 RH - untitled
- i) 22 07 12 Re- Fair Work Commission case SO2022-309 Application by Tippett[DLM=Sensitive-Legal]_11-07-2022 5-46-19 AM.pdf - for service -
- j) 22 07 12 SO-EP-PN-servicedocuments-workcontactandpersonnamed-AB - Down To Earth (Victoria) Co-Operative Society Limited
- k) 22 07 18 SO-EP-PN-F73orF74responsenotreceivedfromworkcontactandpersonnamed - Down To Earth (Victoria) Co-Operative Society Limited

4) Correspondence Inward - for the OC

- a) 22 07 14 Edward River Rates notice
- b) 22 07 15 Regional Roundup - Ed 34
- c) 22 07 18 WaterNSW - Are you meter ready
- d) 22 07 22 Telstra - invoice
- e) 22 07 28 Murray River Rates email
- f) 22 07 28 Murray River Rates notice
- g) 22 07 29 VONEX - password redacted
- h) 22 06 15 Origin - prices increasing
- i) 22 06 26 Origin - making changes
- j) 22 07 07 DPIE Groundwater Strategy Public Exhibition
- k) 22 07 14 Edward River Rates email

5) Correspondence Inward - Invoices and receipts

- a) None

6) Correspondence Outward

- a) 22 07 23 David Cruise - finance email address
- b) 22 08 01 Members - membership register volunteer required

7) Volunteer Activity Forms

- a) 22 07 22 C Armstrong - Vol Activity Form

8) Membership applications

- a) 22 07 22 C Armstrong - Share payment
- b) 22 07 22 C Armstrong - Membership application

9) **Acceptance of correspondence**

Motion: That the Correspondence be accepted.

Moved: Kathy, Seconded: Suzie, PBC

11. Matters arising from Correspondence

- 1) Insurance- Association liability and Volunteers insurance forms need to be completed. Kate, Elisa and Brian to work on this.
- 2) Kate wants to acknowledge that we have received confidential correspondence which we will need to discuss outside of a public meeting.
- 3) Membership volunteers - five have volunteered, need to have discussion outside of a public meeting.
- 4) Replies to correspondence to be put on letterhead and sent to Secretary.
- 5) There has been no correspondence from LinkT although Gary has been trying to change the address on the account to get the invoices. Kate may have the password. Kate to help Gary or give him the password.

12. Membership and Activity forms

- 1) Motion: That we accept the volunteer activity forms from Darrell Reid, Darrylle Ryan, Glen Duncan, Lesley Hills, Marcia Svenson and Peter Night tabled on 2/6/22 and Corrinne Armstrong tabled on 4/8/22.

Moved: Kathy, Seconded: Suzie, PBC

- 2) Motion: That we accept Corrinne Armstrong as a member and allocate folio number 1919.

Moved: Kathy, Seconded: Suzie, PBC

13. Motions by Circular

- 1) **14/7/22 Legal Advice**

That approval is given for Robin, Kathy and Suzie to seek Legal advice, as advised by Fair Work Commission, regarding a complaint by a DTE Member

Proposed 14/7/22: Suzie, Supported: Kathy, Brian, Elisa Passed 14/7/22

2) **3/8/22 Replies to Correspondence**

That the Secretary be authorised and requested to send the following replies to emails received.

By both email and post:

To Robert Hemingway, 08-03-2022, 10-07-2022 and 22-07-2022; 'Response to Robert Hemingway's 08-03-2022'

By email:

To Trevor Pitt, 05-05-2022; 'Response to Trevor Pitt's 05-05-2022'

To Martin Schwarz, 15-05-2022; 'Response to Martin Schwarz' 15-05-2022'

To Malcolm Matthews, 01-06-2022 confidential; 'Response to Malcolm's

Moved: Elisa Supported: Brian, Kate, Robin passed 3/08/2022

3) **04-08-22 Insurance claim**

That Elisa Brock be authorised to submit the insurance claim as circulated to directors.

Moved: Elisa Supported by: Robin, Kate and Brian passed 4/8/22

4) **A motion by circular has been passed but not tabled as it may contain confidential details.**

14. Agenda item ID: 13971

Motion: That the Board advises AX3 and Big Little Numbers that Board authorisation is required before adding anyone to any subscription service or platform they administer on DTE's behalf, and the board advises the OC to present recommended users to the board for authorisation.

Moved: Robin, Seconded: Kate, Withdrawn for further discussion

15. Agenda item ID: 13972

Motion: That the board send David flowers on behalf of DTE and a budget be allocated for this.

Moved: Kate, Seconded: Suzie, Withdrawn for discussion on suitable gift

16. Summary of Carried Resolutions

- 1) That we accept the volunteer activity forms from Darrell Reid, Darrylle Ryan, Glen Duncan, Lesley Hills, Marcia Svenson and Peter Night tabled on 2/6/22 and Corrinne Armstrong tabled on 4/8/22.
- 2) That we accept Corrinne Armstrong as a member and allocate folio number 1919.

17.Actions Tasks from this meeting

- 1) Gary to investigate the origin of his version of the Mission Statement and send the ASIC link where it found it to all directors.
- 2) Elisa to put replies on letterhead for secretary to send out
- 3) Kate, Elisa and Brian to complete the Association Liability and Volunteers insurance forms
- 4) Kate to help Gary change the address on the LinkT account or give him the password.
- 5) Secretary to email Corinne welcoming her as a member.
- 6) Secretary to email Kristi asking her to reconcile Corrinne's share payment.
- 7) Secretary to add the addition of Corrinne as a member to the list of updates required to the Membership Register.

18.Director Inactivity Points from this meeting

- 1) 4 August 2022 – seven directors attended
- 2) Directors decided that no points were lost during this meeting.

19.Next Scheduled Meeting Date

Thursday 1 September2022

20.Meeting ended

10: 30 pm